

Description of Position	<p>TITLE OF POSITION: <b>Investigative Auditor</b> CLASSIFICATION CODE: <b>02641900</b></p> <p>SALARY RANGE: <b>(133A) \$62718-\$71037</b> REFERENCE POSITION NO.: <b>5323-10000-16, 2034,*</b></p> <p>Department or Agency Name: <b>Transportation</b> APPLICATION PERIOD: <b>12/27/12-Until filled</b></p> <p>Division/Section/Unit: <b>Planning &amp; Finance / Audit</b></p> <p>Assignment's) / Comments: <b>NS</b></p> <p>Shift and Days: <b>M-F</b> Job Location: <b>Providence</b></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement: Yes _____ No <b>X</b> _____</p> <p>Name of Bargaining Unit Union: <b>Managerial</b></p> <p>There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b></p> <p><b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</b></p>
General Information to Candidate	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <p><b>Reposted previous applicants for file 11020 need not reapply</b></p> <ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Title of your present position and date you entered it</li> <li>Present Union Affiliations</li> <li>Date you entered State service</li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>Reporting to a superior, this position is responsible for planning budgeting, supervising and reviewing the work of an audit staff. The position will perform complex audits; research audit issues and propose appropriate settlement actions for audits in dispute; and provide training to staff on State and Federal regulations including GAGAS, FAR, applicable CFR, the AASHTO Audit &amp; Accounting Guide, GAAP and GAAS. The position must establish knowledge of DOT processes and procedures and will work with other Sections to address audit related issues as required. The position will assist in the development and maintenance of Section policies, procedures and manuals. In addition, under the direction of the Section Head, the position will manage the Audit Database. To do related work as required.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p><b>(A complete specification describing duties of the position can be found at <a href="http://www.hr.ri.gov/classification/">http://www.hr.ri.gov/classification/</a>)</b></p> <p><b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and <b>Experience:</b> Such as may have been gained through: employment in a supervisory position involving the auditing of complex accounting systems. <b>Or</b>, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>RIDOT/DEM Human Resources Service Center Two Capitol Hill, Room 214 Providence, RI 02903-1124</p> <p>Telephone #: <b>222-2572</b></p> <p>TTY/TDD #: <b>222-4971</b> (Telecommunication Device for the Deaf)</p>  